



The Task Force on Court Facilities
455 Golden Gate Avenue, San Francisco, CA 94102-3660

**MEETING AGENDA
TASK FORCE MEETING #7A
May 26 and 27, 1999**

Hilton Hotel/Burbank Airport & Convention Center
2500 Hollywood Way
Burbank, California 91505
818-843-6000

LIMITED PUBLIC SEATING

Public sessions are designated "OPEN"

Type of Meeting: Task Force Meeting	Chair: Justice Daniel J. Kremer, Administrative Presiding Justice, Court of Appeal, Fourth Appellate District Judicial Council Project Coordinator Mr. Robert D. Lloyd, Senior Facilities Planner, AOC
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Meeting Objectives:

- Review the project schedule
- Evaluate local +/- 1500 square foot courtroom
- Approve the guidelines for courtrooms, judicial officers, jury assembly, and court reporter (Sections 3 - 6)
- Review and approval on guidelines sections 7 - 14 (distributed in advance)
- Review and comment on guidelines sections 1 - 2 (distributed in advance)
- Discuss the facility evaluation methodology
- Present the strategy and logistics for facility surveys
- Listen to recent facilities development experience of local county and/or court officials

Wednesday, May 26, 1999

TASK FORCE MEMBER SIGN-IN (Meeting will open at the Burbank Courthouse, 300 East Olive, Burbank, CA in Department G, 2 nd floor)	TASK FORCE MEMBERS/STAFF	9:30 - 10:00 am
OPENING REMARKS "Old Business" - Review meeting report from Task Force Meeting #6 - Revised task force meeting schedule with additional June 16 meeting in Sacramento "New Business" - Overview of this session	Justice Daniel J. Kremer (Open)	10:00-10:30 am
COURTROOM EVALUATION AT LOCAL FACILITY	Mr. Dan Smith DMJM (Open)	10:45 - 11:45 am
PUBLIC COMMENT PERIOD	Justice Daniel J. Kremer (Open)	12:00-12:15 pm

Wednesday, May 26, 1999 (continued)

LUNCH PRESENTATION Presentation by the League of California Cities – Mayor Phil Nyberg	TASK FORCE MEMBERS/STAFF	12:15 - 1:00 pm
PHASE 2 STANDARDS - Sections 3 through 6 (for approval) Courtrooms Judicial officers Jury assembly Court reporter	Mr. Dan Smith & Core team DMJM (Open)	1:15 – 2:00 pm
PHASE 2 STANDARDS - Sections 7, 8 and 9 (for review and approval) Clerk of the Court Court Administration Alternative Dispute Resolution (ADR)/Mediation Services	Mr. Dan Smith & Core team DMJM (Open)	2:00 – 3:00 pm
AFTERNOON BREAK	TASK FORCE MEMBERS/STAFF	3:00 – 3:15 pm
PHASE 2 STANDARDS - Sections 10, 11 and 14 (for review and approval) Customer Service Center Court Support Areas Building Support Services - Sections 12 and 13 (for review and approval) Security Incustody Defendant Holding, Receiving, and Processing	Mr. Dan Smith & Core team DMJM (Open)	3:15 – 5:00 pm
WORKING DINNER (at hotel) PHASE 2 STANDARDS - Sections 1 and 2 (for review and comment) The Why, How and Where of Court Facilities Guidelines General Facilities Design Considerations	TASK FORCE MEMBERS/STAFF	5:30 – 7:30 pm

Thursday, May 27, 1999

CONTINENTAL BREAKFAST (in meeting room)	TASK FORCE MEMBERS/STAFF	8:30 – 9:00 am
PHASE 4 FACILITY EVALUATION - Review of work plan and schedule - Overview of evaluation methodology	Mr. Jay Smith & Core team DMJM (Open)	9:00 am – 12:00 noon
LUNCH PRESENTATION	TASK FORCE MEMBERS/STAFF	12:00 – 1:00 pm
PHASE 4 FACILITY EVALUATION - Strategy for facility surveys - Sample county schedule	Mr. Jay Smith & Core team DMJM (Open)	1:00 – 2:30 pm
CLOSING COMMENTS	Justice Daniel J. Kremer (Open)	2:30 – 2:45 pm